

**Recreation Instructor: Early Childhood Education Classes
Parks & Recreation
Kiwanis Recreation Center**

OPENING DATE: 3/13/06

CLOSING DATE: Subject to closing when the needs of the City are met.

HOURLY STARTING SALARY

Year round part-time. Hours will vary. This position is a contracted position, therefore the salary is negotiable.

MINIMUM QUALIFICATIONS

Requires experience planning, scheduling and conducting classes for early childhood programs such as movement, sports, crafts, preschool activities or other recreational area, develops course objectives and class lesson plans, obtains necessary equipment, supplies and resources, and conducts classes. Experience working with children. Teaching background is desired.

ADDITIONAL REQUIREMENTS

This position requires possession of, or the ability to obtain an appropriate Arizona driver's license. Successful completion of probationary period is contingent upon passing a FBI background investigation.

REPRESENTATIVE ESSENTIAL FUNCTIONS

- The techniques of planning, organizing, motivation, and promotion of early childhood programs
- Plans, coordinate, and conduct classes
- Compile class evaluation results
- Prepares and maintains class records and files including attendance
- Inspire confidence and enthusiasm, mix readily with various age groups, maintain effective relationships with associates, participants, and the public

SELECTION CRITERIA

Applicants will be reviewed and only the most qualified applicants will be interviewed. Criteria will be based on knowledge, skills, abilities, availability, and experience of successful candidate. **Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.**

For applications and contact information:

**Christina Blackwell
Kiwanis Recreation Center
6111 S All America Way
Tempe, AZ 85283
480 350-5752
christina_blackwell@tempe.gov**